



BARTLETT HIGH SCHOOL GUIDANCE DEPARTMENT

5688 Woodlawn ♦ Bartlett, TN 38134 ♦ Phone: (901) 373-2620 ♦ Fax: (901) 373-2624

July 2017



It's everyone's favorite time of the year! We are excited to start the new school year! Your school counselors and guidance staff for the school year are as follows (please note all new phone extensions):

Andrea Beck ~ 12th Grade Counselor

Phone Ext: 7015 ~ **E-Mail:** abeck@bartlettschools.org

Jana Radford ~ College & Career Counselor

Phone Ext: 7016 ~ **E-Mail:** jradford@bartlettschools.org

Lakisha Howard ~ 11th Grade Counselor

Phone Ext: 7014 ~ **E-Mail:** lhoward@bartlettschools.org

Brenda Pilant ~ 10th Grade Counselor

Phone Ext: 7013 ~ **E-Mail:** bpilant@bartlettschools.org

Marcy Ross ~ 9th Grade Counselor

Phone Ext: 7012 ~ **E-Mail:** mross@bartlettschools.org

Vana Dawidow ~ Registrar

Phone Ext: 7017 ~ **E-Mail:** vdawidow@bartlettschools.org

Mr. Shannon Abraham ~ Vice Principal

Phone Ext: 7004 ~ **E-Mail:** sabraham@bartlettschools.org

MAJOR CHANGES TO HOW TO READ YOUR SCHEDULE! Follow your classes in the order they appear on your schedule.

Your Schedule Block Will Be	Actual Period
1 st	1 st
3 rd – 4 th	2 nd
6 th – 8 th	3 rd
10 th – 12 th	4 th
14 th – 16 th	5 th
18 th – 19 th	6 th
22 nd	7 th



"B READY Day" is Tuesday, August 1st from 8:00 – 3:30

Students will report to their designated grade level homeroom to view their schedules (as long as parents have completed INFOSNAP).

Homerooms will be posted throughout the school. Students will be able to go and meet their new teachers. Counselors will only be available to new students who have not previously registered.

Students, it is important to attend “B READY Day” to view your schedule.

If there is a conflict with your schedule, you will write the issue on your schedule and return it to your homeroom teacher. Schedule changes will only be allowed if one of the following conflicts have occurred:

- Scheduling error (example requested English 12 and received English 11)
- Incorrect course sequence (example requested Algebra 2 and received Pre-Calc)
- Failure to complete a pre-requisite course or requirement
- Graduation or college requirement omitted from schedule
- Duplicate course
- Credit already received for course / course completed over summer
- Change Study Hall to a course (if it is open)
- Change a course not required for graduation to Study Hall (if it is open)
- 2 Study Halls in the same semester
- Period not scheduled

Schedule changes for period or teacher request will not be granted.



If you attended Summer School through Shelby County Schools please bring your final report card for proof of credits to guidance immediately so that we may make appropriate corrections to your schedule.



Open House and Club Fair is Monday, August 28th from 4:30 to 6:30

This is a great opportunity to visit BHS, meet with your student's teachers, and address any questions or concerns that you may have. Make sure to save and mark this date in your calendar.

Please be sure that your student is present at school each day to capitalize on his/her learning experiences. You will receive your parent login information for PowerSchool after Labor Day. Please monitor your student's grades and encourage him/her to complete and turn in all assignments on time. If your student's grades happen to drop below a "C" average, please contact your student's teachers for details to help your student get back on track. If you need to request a parent-teacher conference, please email your student's counselor to schedule. Let's work together and proactively to ensure that our students are successful.

Your student's GPA and ACT scores are critical components for college acceptance and merit scholarships. It is important that your student maintains good grades each quarter and semester. It is never too early for your student to begin practicing for the ACT test.

Throughout the school year, you will receive a monthly e-mail from your school counselor. If you have questions or concerns, please do not hesitate to email or call your student's counselor. We look forward to working with each of you. Let's have a great year Panthers.

Sincerely,

Bartlett High School Guidance Department